Chapter 3
On-line Tutorials

The On-line Tutorials group provides computer-based training on the following topics:

C   Microsoft Windows 3.1
C   WordPerfect 5.2 for Windows
C   Lotus 1-2-3 4.0 for Windows
C   Access 2.0 for Windows
C   Security Awareness
C   PowerPoint 4.0 for Windows

Accessing the On-line Tutorials Group

To access the On-line Tutorials group from Program Manager:

1.   Double-click on the On-line Tutorials group icon.

        Program-item icons appear in the On-line Tutorials group window.

On-line Tutorials
group window

Windows Tutorial

Windows Tutorial provides two lessons. First, it covers the basic skills needed to begin using Microsoft Windows 3.1. Secondly, the tutorial gives you step-by-step instructions on how to use the mouse.

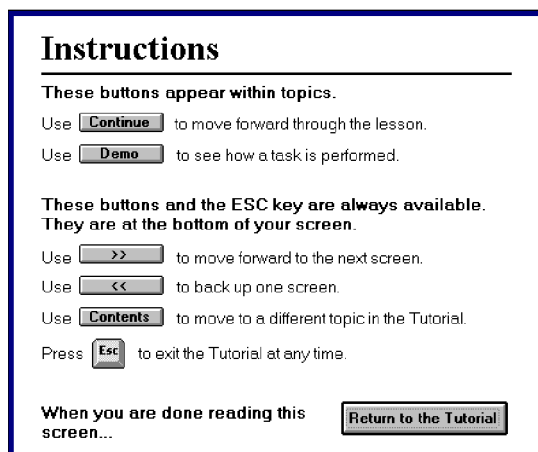## Accessing Windows Tutorial

To access Windows Tutorial:

1.   Double-click on the Windows Tutorial icon in the On-line Tutorials group window, or choose Windows Tutorial from the Help menu in Program Manager.

Using the On-line Help

To learn how to use and move around the tutorial:

1.   Type *W* to begin the Windows Basics lesson.

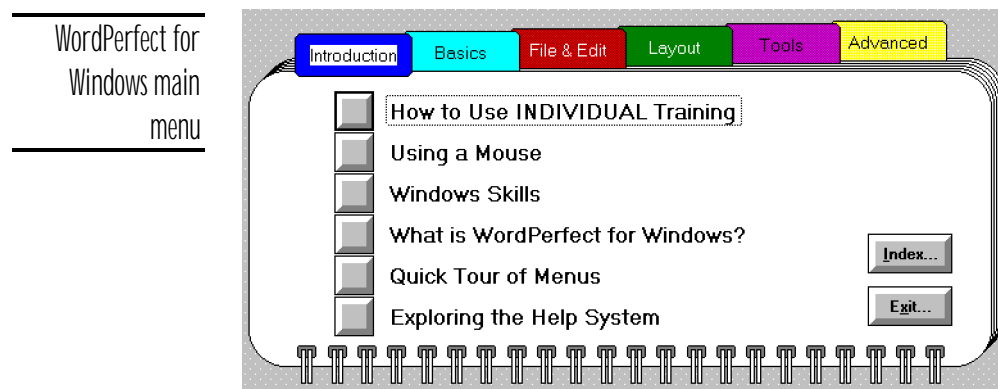2.   Click on the Instructions button.

Instructions dialog
box

Exiting Windows Tutorial

To exit Windows Tutorial:

1.   Press ESC on the keyboard.

A dialog box will appear.

2.   Type *Y* to exit the Tutorial.

WordPerfect for Windows

The WordPerfect for Windows tutorial provides on-line training for both beginners and more advanced users. The following lessons are covered in this tutorial:

WordPerfect for
Windows main
menu

Accessing WordPerfect for Windows
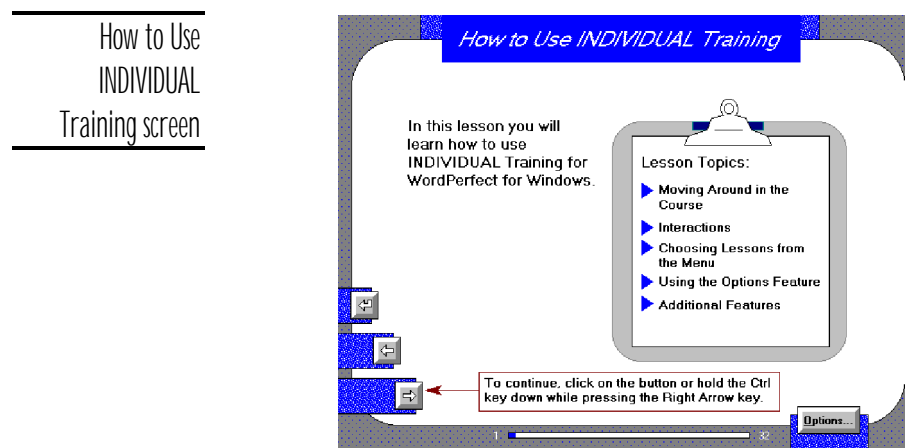
To access WordPerfect for Windows:

1.   Double-click on the WordPerfect for Windows icon in the On-line Tutorials group window.

Using the On-line Help

To learn how to use and navigate within WordPerfect for Windows:

1.   From the main menu, click on the Introduction tab.

2.   Click on the How to Use INDIVIDUAL Training button.

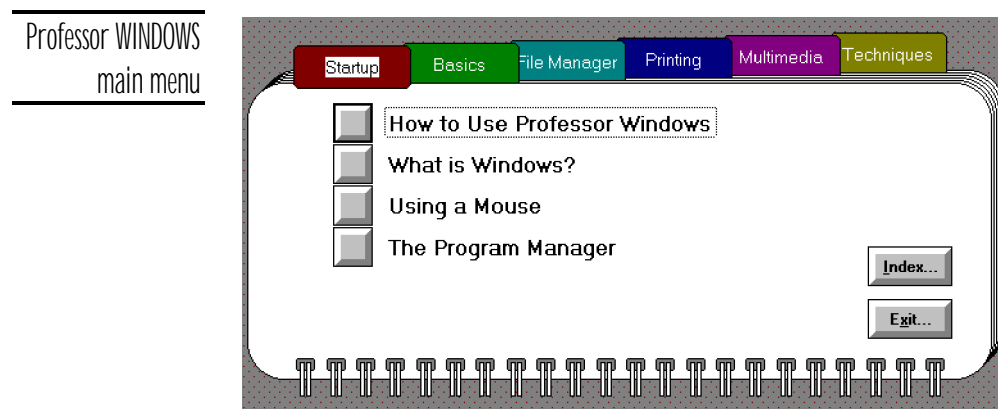How to Use
INDIVIDUAL
Training screen

Exiting WordPerfect for Windows

To exit WordPerfect for Windows from the main menu:

1.   Click on the Exit button.

      A dialog box will appear.

2.   To save lesson check marks, click on the check box.

3.   Click on the OK button.

Professor WINDOWS

The Professor WINDOWS tutorial provides on-line training for both beginners and more advanced users. The following lessons are covered in this tutorial:

Professor WINDOWS
main menu

Accessing Professor WINDOWS
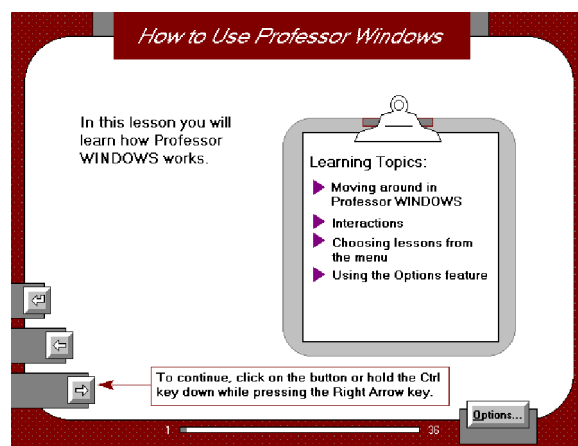
To access Professor WINDOWS:

1.   Double-click on the Professor WINDOWS icon in the On-line Tutorials group window.

Using the On-line Help

To learn how to use and navigate within Professor WINDOWS:

1.   From the main menu, click on the Startup tab.

2.   Click on the How to Use Professor Windows button.

How to Use
Professor Windows
screen

Exiting Professor WINDOWS

To exit Professor WINDOWS from the main menu:

1.   Click on the Exit button.

       A dialog box will appear.

2.   To save lesson check marks, click on the check box.

3.   Click on the OK button.

Training for Lotus 1-2-3

Training for Lotus 1-2-3 is an easy-to-use tutorial that provides training on the following topics:

C   Introduction to Windows
C   Lotus 4 Basics
C   Formatting a Worksheet
C   Lotus 4 Intermediate
C   Working with Charts
C   Macros and Multiple Documents

Accessing Training for Lotus 1-2-3

To access Training for Lotus 1-2-3:

1.   Double-click on the Training for Lotus 1-2-3 icon in the On-line Tutorials group window.

Using the On-line Help

Instructions on how to navigate and use the course are given at the beginning of the tutorial. To return to this lesson at a later time:

1. Click on the How to Use this Course button at the top of the main menu.

Exiting Training for Lotus 1-2-3

To exit Training for Lotus 1-2-3 from most screens:

1. Click on the Exit button.

    A dialog box will appear.

2. Click on the Yes button.

    A list of other INDIVIDUAL Software products will be displayed.

3. Click the left mouse button to exit.

Training for Access

Training for Access is an easy-to-use tutorial that provides training on the following topics:

C   Introduction to Windows
C   Access Basics
C   Using Tables
C   Using Queries
C   Using Forms
C   Using Reports

Accessing Training for Access

To access Training for Access:

1. Double-click on the Training for Access icon in the On-line Tutorials group window.

Using the On-line Help

Instructions on how to navigate and use the course are given at the beginning of the tutorial. To return to this lesson at a later time:

1.   Click on the How to Use this Course button at the top of the main menu.

Exiting Training for Access

To exit Training for Access from most screens:

1.   Click on the Exit button.

A dialog box will appear.

2.   Click on the Yes button.

A list of other INDIVIDUAL Software products will be displayed.

3.   Click the left mouse button to exit.

Security Awareness Training

Security Awareness Training provides lessons on the following areas:

Introduction to computer security training

Preventing software piracy and liability

Preventing computer viruses

Creating and handling passwords

Insuring the proper use of company PCs

Preventing snooping and social engineering

Protecting organizational computers and data

Preventing the misuse of software licensing

Accessing Security Awareness Training

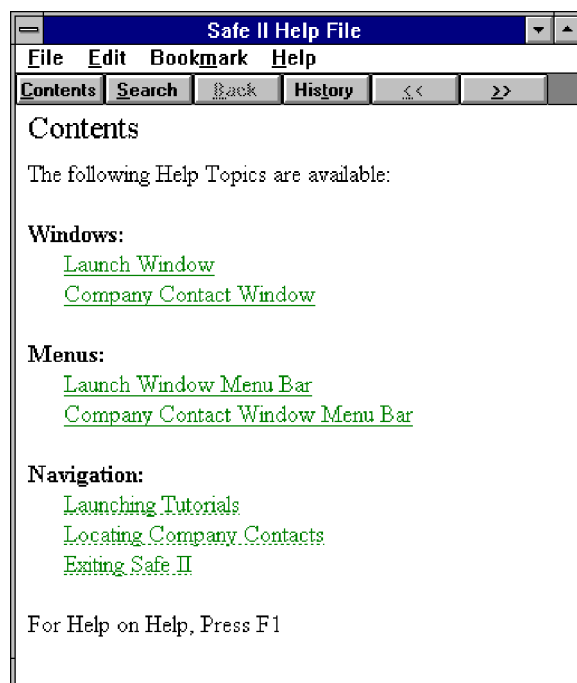To access Security Awareness Training:

1.   Double-click on the Security Awareness Training icon in the On-line Tutorials group window.

Using the On-line Help

There are two ways to learn how to use Security Awareness Training:

1.   Choose Contents from the Help menu.

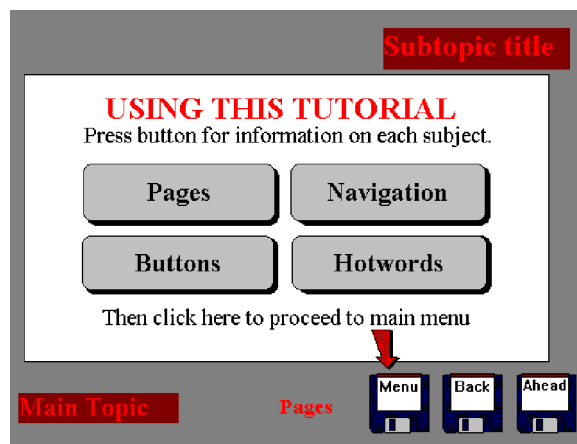Safe II Help File
window

2.   From the Safe II Help File window, click on a topic from the Contents,   click on the Search button to find information about a specific topic, or   press F1 to learn how to use Help.

        -OR-

1.   Click on the Help icon once you have opened a lesson.

Safe II Tutorial
Launcher help
screen

Exiting Security Awareness Training

To exit Security Awareness Training from the Safe II Tutorial Launcher screen:

1.   Click on the Exit button at the bottom of the screen, or choose Exit from the File menu.

        A dialog box will appear.

2.   Click on the Yes button to exit.

Training for PowerPoint

Training for PowerPoint is an easy-to-use tutorial that provides training on the following topics:

C   Introduction to Windows
C   PowerPoint Basics
C   Slide and Outline Views
C   Working with Presentations
C   Graphs and Printing
C   Slideshows and Drawing

Accessing Training for PowerPoint

To access Training for PowerPoint:

1.   Double-click on the Training for PowerPoint icon in the On-line Tutorials group window.

Using the On-line Help

Instructions on how to navigate and use the course are given at the beginning of the tutorial. To return to this lesson at a later time:

1.   Click on the How to Use this Course button at the top of the main menu.

Exiting Training for PowerPoint

To exit Training for PowerPoint from most screens:

1.   Click on the Exit button.

A dialog box will appear.

2.   Click on the Yes button.

A list of other INDIVIDUAL Software products will be displayed.

3.   Click the left mouse button to exit.